

## 香港中學會考一般程序概覽

### An overview of the general process in the conduct of HKCEE

九月 September	報名 (學校考生由學校保送及遞交報考資料；自修生個別辦理報考手續) Registration (school candidates register via their schools; private candidates apply individually)
十月 October	分發上年度考試的證書 Distribute the certificates of last year's examination
十一月 November	分發「考生報考資料核對表」及「考生手冊」 Issue <i>Candidate Entry Information Checklists</i> and <i>Handbook for Candidates</i>
十二月 December	處理考生更改報考資料的申請 (截止日期：十二月十五日) Process candidates' applications for changes to entry data (deadline: 15 December) 招聘閱卷員、口試主考員及監考人員 Recruit markers, oral examiners and invigilation staff
一月 January	編訂試場名單及為個別考生編配試場；印製及密封試題 Compile centre lists and allocate candidates to examination centres Print and pack question papers in security package
二月 February	
三月 March	分發准考證；舉行試場主任會議 Issue Admission Forms; Conduct Centre Supervisors' Conferences 學校提交「校本評核／教師評審制」科目的校內評分紙及考生作業 Schools to submit the internal assessment score sheets or projects for SBA/TAS subjects
四月 April	
五月 May	考試 Examinations
六月 June	
七月 July	閱卷、處理積分及考試異常個案 Mark scripts, process the scores and examination irregularity cases
八月 August	評級 Grade results 放榜及分發「考生成績通知書」 Publish results and issue <i>Results Notices</i> 處理覆核考試成績申請 Process applications for appeals 發放覆核結果 Release results of appeals 編製考試報告和各科目考試報告 Compile the Examination Report and individual Subject Examination Reports 開始下年度考試擬題工作 Start the question-paper setting process of next year's examination